



THE CITY OF SAN DIEGO

## HOW TO OBTAIN A Zone History Letter

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4153  
Call (619) 446-5300 for appointments and (619) 446-5000 for information.

INFORMATION  
BULLETIN  
**157**  
May 2004

This Information Bulletin is intended to provide direction for obtaining a Zone History Letter. A Zone History Letter is generally requested by lenders who anticipate financing a loan to purchase property. The letter provides confirmation on existing zoning and land use regulations that govern a specific property and outlines redevelopment rights in the event zoning and land use regulations change. Maintenance, repair, alteration or reconstruction of a nonconforming structure, or a change in use, is subject to the requirements of Chapter 12, Article 7, Division 1 of the Land Development Code. The Zone History Letter will apply this code section when outlining redevelopment rights for nonconforming uses and/or structures.

### HOW TO OBTAIN A ZONE HISTORY LETTER

1. Complete the Zone History Request portion of this bulletin. *Note: Often a third party is requesting the letter. It needs to be clear as to whom the letter is to be addressed and to whom it is to be mailed.*
2. Mail the request to: Development Services Department, Project Submittal, 1222 First Avenue, M.S. 302, San Diego, CA, 92101. Include a check payable to the "City Treasurer" for \$477.00. (includes a \$10 mapping fee).
3. To facilitate, please provide a copy of all building permits or permit numbers. If building permit information is not available, provide a copy of the County Assessor's Residential or Commercial Building Record.
4. If the subject property is located in the Centre City Development Corporation (CCDC) planning area, please contact CCDC at (619) 235-2200 to process your request. To find out if the site is in the CCDC planning area, which includes most of the downtown San Diego area, call our general information number at (619) 446-5000, or CCDC

Allow 2-3 weeks to obtain the Zone History Letter.

#### ZONE HISTORY LETTER REQUEST

##### 1. Person/Firm Requesting Information

Name

Telephone No.

FAX Number

Mailing Address

City

State

ZIP Code

##### 2. Person/Firm to Whom the Zone History Letter should be addressed

Name

Telephone No.

FAX Number

Mailing Address

City

State

ZIP Code

"Printed on recycled paper. Visit our web page at [www.sandiego.gov/development-services](http://www.sandiego.gov/development-services). This information is available in alternative format for persons with disabilities, upon request."

**Mail Zone History letter to: 1.\_\_\_\_\_ or 2.\_\_\_\_\_ (Please check one)**

**3. Property Information (Complete all requested information)**

Site Address

Legal Description

Assessor's Parcel Number

Lot Size

Year(s) Improvements Constructed

Description of improvements (e.g., 6-unit apartment)

**4. Specific information being requested (optional)**

**5. FOR STAFF USE ONLY**

Project Number:

Lambert Coordinates:

Previous Zoning:

Date:

Current Zoning:

Date:

Overlay Zones:

Discretionary Permits: